

JANNAF Policy on Papers and Presentations for Virtual Meetings

For virtual JANNAF meetings, papers are not required but are welcome and encouraged, and will be published in the JANNAF Digital Online Collection (JDOC) if submitted. If a paper is not submitted, the presentation will be published in JDOC.

Presentations and a Publication Clearance forms must be submitted **prior to** the meeting by the published deadlines; this applies to presentations in all session types.

- Week 1 presenters should submit by Monday, 29 November 2021 .
- Week 2 presenters should submit by Monday, 6 December 2021.

Presentations that are not submitted on time may be removed from the agenda.

Please refer to the Publication Clearance Form for additional information and instructions for completing the form correctly. A distribution statement generator is available on the Author Information page of the current meeting web site. Use of the Distribution Statement Generator will assure an adequate distribution statement that can simply be inserted in your paper and/or presentation.

On the first presentation slide include the distribution statement and if applicable, export control warning, destruction notice, and/or Controlled Unclassified Information (CUI) markings. Sponsor/contract acknowledgement may also be included on the first slide.

Creating an Effective Presentation

The use of electronic presentation materials is required. **To ensure all participants experience minimal disruptions, video content should be omitted from presentations as a precautionary measure. Presentations may be submitted as PowerPoint files or converted to .PDF format prior to submission. When converting to .PDF format, use of Adobe Acrobat version X (or higher) software is strongly recommended.**

• Fonts

- Select sans-serif fonts such as Arial or Helvetica at 24 point or higher.
- Clearly label each slide. Use a larger font (35-45 points) or different color for the title.
- Use a single font for most of the presentation, varying the color, size and style for impact.
- For bullet points, use the 6 x 6 Rule—one thought per line with no more than 6 words per line and no more than 6 lines per slide.
- Use dark text on light background.
- Do not use all caps except for titles.
- Check all slides without zooming in to determine if they are legible and easy to read when viewed by participants on their computer screens.
- Embed all fonts used in equations, OR convert equations to JPG or GIF files and embed the image file(s) into the presentation (see page 1 of “Preparing to Submit Presentations” for instructions).

- **Graphics and Design**

- Keep the background consistent and subtle.
- When using charts or graphs, use only enough text to clearly label and explain the information presented.
- Keep the design clean and uncluttered. Leave empty space around the text and graphics.
- Limit the number of graphics on each slide.
- Check all graphics without zooming in to determine if they are legible and easy to understand when viewed by participants on their computer screens. It should not be necessary to use high-resolution graphics since your presentation will not be projected onto a large screen. This will also help to keep the size of your presentation file to below the 30 MB recommended maximum.
- For the optimum experience for participants, we recommend not using slide transitions and animations in presentations as a precautionary measure.
- Keep in mind that a large amount of graphics and images could cause a lag in slide loading, particularly for anyone with a slow internet connection.

- **Color**

- Limit the number of colors on a single slide.
- Bright colors make small objects and thin lines stand out. Use dark colors for text to enhance readability.
- Check all colors on more than one monitor or screen before the actual presentation. They may project differently than what appears on your monitor.

- **Aspect Ratio**

When choosing an aspect ratio for your presentation, either 16x9 or 4x3 will work.

- **Presentation Format:**

- Remember that this will be a virtual presentation. Please keep your presentation file size as small as possible. A maximum file size of 30 MB is recommended.
- For an optimal experience for all participants regardless of their internet connection, we recommend avoiding the use of video, audio, slide transitions, and animations in your presentation.
- During each session, ERG staff will use screen sharing to display and control presentation files. Presenters will not be advancing or reversing their presentation slides, and must instead verbally indicate when ERG staff should change slides.